Description: Staffing and Remuneration

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
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<tr>
<td>MGT</td>
<td>2000</td>
<td>40177</td>
<td>1, 2005</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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**Academic group:** FOBUS
**Academic org:** FOB003
**Student contribution band:** 2
**ASCED code:** 080303

**STAFFING**
Examiner: Kim Southey
Moderator: Cec Pedersen

**SYNOPSIS**
One of the key challenges facing modern-day organisations is to ensure that the organisation is staffed with competent, committed and appropriately talented people. In order to achieve this, appropriate staffing, remuneration and reward strategies and practices are essential. These are key areas of human resource management and numerous HRM professionals specialise in this field. In fact, this is probably the cornerstone of the relationship between people and organisations. In this relationship, work done in organisations needs to rest upon forming proper work requirements, matching people to jobs, managing job information, assessing the value of jobs and remunerating employees for their work. This course covers relevant theory and practice about the fit between work design, staffing, remuneration and reward. The employment relationship is investigated from different perspectives with the view of facilitating a better understanding of such relationships through staffing strategies, and remuneration and reward strategies.

**OBJECTIVES**
On completion of this course students should be able to:

1. understand the role of and relationship between staffing, remuneration and human resource management in an organization in general;
2. understand and apply principles, processes and practices related to the staffing of organisations with appropriately qualified employees;
3. understand and apply principles, processes and practices related to the remuneration and reward of employees;
4. understand the broad role and purpose of human resource information systems (HRIS) in relation to staffing and remuneration practice.
TOPICS

<table>
<thead>
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<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>The Employment Relationship and the Design of Work</td>
<td>10.00</td>
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<tr>
<td>Human Resource Planning and Job Analysis</td>
<td>25.00</td>
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<tr>
<td>Strategic Compensation and Pricing Work</td>
<td>15.00</td>
</tr>
<tr>
<td>Recruitment</td>
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</tr>
<tr>
<td>Selection and Induction</td>
<td>15.00</td>
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<tr>
<td>Performance, Remuneration and Reward</td>
<td>15.00</td>
</tr>
<tr>
<td>Payroll Administration and Human Resource Information Systems</td>
<td>10.00</td>
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</table>

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the ‘Textbook Search’ facility at http://bookshop.usq.edu.au click ‘Semester’, then enter your ‘Course Code’ (no spaces).


REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

The International Journal of Human Resource Management,
Human Resource Management,
Personnel Management,
(electronic journal)
Planning Review,
Human Resource Planning,
AHRI, HR Monthly,
(monthly publication)
CCH Australia Ltd 2003, Australian master human resources guide 2004/5, CCH Australia Ltd, North Ryde, New South Wales.
STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
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<tbody>
<tr>
<td>CMA TEST</td>
<td>20.00</td>
<td>10.00</td>
<td>21 Mar 2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ASSIGNMENT PART A (2 ESSAYS)</td>
<td>200.00</td>
<td>30.00</td>
<td>27 May 2005</td>
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<tr>
<td>ASSIGNMENT PART B</td>
<td>200.00</td>
<td>10.00</td>
<td>27 May 2005</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
<td>50.00</td>
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<td>END S1</td>
</tr>
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<td></td>
<td></td>
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<td>(see note 2)</td>
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</tbody>
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NOTES
1. Students are required to complete the CMA test by the due date. The test will be available from the USQConnect Study Desk.
2. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   If you are an international student in Australia you are advised to attend all classes at your campus. Failure to attend may infringe the conditions of your student visa. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2. Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 10% of the total marks gained by the student for the assignment will apply for each working day late.
4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must attempt all of the summative assessment items and achieve at least 50% of the available weighted marks for those items.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); English translation dictionaries (but not technical dictionaries). Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.

7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL http://www.usq.edu.au/handbook/current/buspolproc.html.

ASSESSMENT NOTES

1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) In accordance with University's Assignment Extension Policy, the Examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements. (v) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

2 Course Weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.

3 Harvard Referencing System is required to be used in all submitted written work.

OTHER REQUIREMENTS

1 Computer and Internet Access: Due to the requirement to complete an online CMA test, students will require access to a computer and the Internet for this course.